



**Procedures for the Purchase of Novell via the  
Department of Information Technology (DoIT), Novell Software Reseller Contract with  
Dell ASAP Software**

**A) PURPOSE**

These procedures establish a uniform process for authorized users to follow in order to obtain products available under the State's Master Licensing Agreement (MLA) with Novell, Inc. and from the State's Novell Software Reseller contract with Dell ASAP Software.

The procedures provide direction for:

- Requesting bids from Dell ASAP Software
- Verifying prices and quotes
- Complying with Purchase Order requirements
- Auditing purchases for contract compliance

**B) PRODUCT CATEGORIES**

The Dell ASAP Software contract provides for five (5) categories of products:

- Category 1 - License
- Category 2 - Maintenance
- Category 3 - Media
- Category 4 - Premium Support
- Category 5 - Novell Premium Support Upgrade

**C) ACQUISITION PROCEDURES**

It is the responsibility of all users of this contract each time a purchase is made to retain all documents until contract closeout, validate prices, and timely process acceptance of products and invoices. All users should obtain the following:

- Dell ASAP Software quotation with list price & discounted contract price
- Novell quotation from Novell to validate list price on Dell ASAP quote



### Price Verification

Dell ASAP Software shall respond in writing to customers within 24 hours of receiving an order. Dell ASAP Software shall provide written price quotations that include the applicable current List Price and contract price for each product requested.

The discount prices for products authorized under this contract are stated as a percentage of the Novell List Price:

- Category 1 - License: 44.88% of Novell list price
- Category 2 - Maintenance: 44.88% of Novell list price
- Category 3 - Media: No discount required
- Category 4 - Premium Support 10.00% of Novell list price
- Category 5 - Premium Support Upgrade 10.00% of Novell list price

### For example:

If the Novell Premium Service list price is \$100.00 and the fixed percent discount (percentage discount) is 44.88%, then the Discount Value is  $(\$100.00 \times 0.4488)$  \$44.88, and the Discount Price is  $(\$100.00 - \$44.88) = \$55.12$ .

The List Price is established by Novell and is the price for the respective Novell products & services available. It is available at Novell's website (<http://www.novell.com/licensing/price.html>) and is subject to change by Novell without notice. The Novell list price may also be obtained in writing directly from Novell.

## **1) Processing Requests through ADPICS**

- a. Users that process purchase orders via the statewide ADPICS may use any purchase order document and document type combination. In all cases, the DoIT Novell Reseller Blanket Purchase Order (BPO) number 060B9800019 and commodity codes are mandatory data elements. Therefore, each purchase order shall include one or more of the following ADPICS commodity codes:
  - Novell License: 92007-000001
  - Novell Maintenance: 92007-000002
  - Novell Media: 92007-000003
  - Novell Premium Support: 92007-000004
  - Novell Premium Support Upgrade: 92007-000005

In addition, the following coding is required on the additional element screens:

- PROCUREMENT METHOD: R
- CATEGORY OF WORK: ITW
- AWARD AUTHORITY: DIT
- MBE WAIVER: Y
- DESC: field is completed



- b. Agencies such as MDOT that do not use Statewide ADPICS to process purchase orders are required to utilize similar data elements. Deviations from this procedure can only be authorized by DoIT in writing.

## **2) Order Processing**

Once Dell ASAP Software receives a purchase order, they shall :

- a. Respond in writing to the customer within 24 hours.
- b. Provide product order fulfillment (receipt by user) within five (5) business days after receipt of the order.
- c. Provide an electronic "Order Confirmation" for each order within forty-eight hours of the customer's submitted request on a order.
- d. Provide invoicing to each user upon delivery.

## **D) Auditing Purchases For Contract Compliance**

It is the responsibility of all users of this contract to retain all documents until contract closeout, validate prices, and timely process acceptance of products and invoices.

DoIT shall review & approve purchases \$25,000.00 or greater. The following information must be provided to DoIT:

- a. Copy of Dell ASAP Software quotation
- b. Copy of the Novell list price at time of purchase
- c. In all cases, the user must maintain all of the above documentation until contract closeout.

## **ASSISTANCE**

For questions specific to the DoIT contract for Novell software with Dell ASAP Software contact:

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